

2007 Annual Early Hearing Detection & Intervention (EHDI) Conference

Abstract Guidelines

- The deadline for receipt of abstracts is **September 15, 2006 at 5 pm** (eastern).
- Electronic submission of abstracts is required to facilitate printing and formatting of the abstracts for inclusion in the meeting program book to be distributed at the conference.
- Abstracts can be sent via email as an attachment in *Word* format to:
EHDI@infanthearing.org
- Contributors will be notified of the acceptance of their abstract by the EHDI Conference Planning Committee on or about December 1, 2006.
- There will be eight program tracks for conference presentations. For each presentation you submit, please designate the track(s) for which you would like it to be considered. The tracks include:
 - 1) EHDI Program Enhancement
 - 2) Audiological Assessment and Intervention
 - 3) Early Intervention
 - 4) Medical Home
 - 5) Follow-up, Tracking, and Data Management
 - 6) Family Issues
 - 7) Program Evaluation and Quality Assurance
 - 8) Information Dissemination and Marketing

Abstract Guidelines

Paper size: 8.5"x11", with 1 inch margins on all 4 sides

In 12 point font:

- Title of abstract (no longer than 60 characters, centered and in bold). *Leave a blank line (single space) after the title.*
- Track for which the abstract is to be considered (left justified on the line under the title). If the abstract can be considered for more than one track, the preferred track should be listed first and the other tracks should be listed subsequent to the first track. *Leave a blank line (single space) after the track(s).*
- Name(s) of all author(s) (left justified). *Leave a blank line (single space) after the authors.*
- Affiliation(s) of authors (left justified). In case of multiple affiliations, number each affiliation. For multiple affiliations, the number corresponding to the proper affiliation should be shown after each author's name in superscript. *Leave a blank line (single space) after the affiliation(s).*

- Name(s) of any/all the presenter(s) (left justified). *Leave a blank line (single space) after the presenter(s) name.*
- Desired length of presentation. Each presentation in the breakout sessions will be allocated 30 or 60 minutes (including time for questions and answers). The Planning Committee reserves the right to combine similar or related abstracts within individual sessions or to assign abstracts to another track. *Leave a blank line (single space) after the desired length of presentation.*
- Abstract text (left and right justified with no paragraph indents, single line spacing). Abstracts should include objectives, relevance, implications for practice or policy, and summary of content. There is a 300 WORD MAXIMUM. Extended abstracts will not be accepted. *Leave two blank lines after the text.*
- Keywords -- Maximum of five. *Leave a blank line (single space) after the keywords.*
- Contact Information: A contact name, contact email address, and contact phone number for the primary author/presenter.

Abstracts that are considered to be a commercial product endorsement in the opinion of the Planning Committee will not be accepted. All abstracts must be in English. Abstracts will not be edited. After an abstract is submitted, no changes of author, affiliation, title, or text of the abstract, other than those due to typographical errors, are permitted. Presenters must register for the EHDI conference.

Abstracts will be scored on the following basis:

- 1) Relevance / significance to EHDI [0 – 5 points]
- 2) General interest to participants [0 – 3 points]
- 3) Innovative / originality of work [0 – 3 points]
- 4) Strong foundation [0 – 3 points]
- 5) Overall Clarity [0 – 3 points]

Submission Agreement

Abstract submitters agree to the following terms related to the presentations and their use by the Early Hearing Detection and Intervention Program Committee (EHDI-PC):

- Understand that acceptance of the presentation does not imply payment or reimbursement for travel expenses to attend conference, including the registration fee.
- Agree to present this presentation on the date and time assigned by the EHDI-PC during March 26–27, 2007.
- Understand the following audio/visual equipment will be provided: Computer, LCD projector, screen, podium and microphone. (Slide projectors, overhead projectors, DVD players and VCRs are available upon request.) Internet access will NOT be provided.

- Hereby grant the EHDI-PC all of the necessary rights to record each presentation and to use it in any audio and/or video formats. (If you do not wish to have your presentation(s) recorded, you need to notify the EHDI-PC prior to the presentation.)
- Hereby grant the EHDI-PC all of the necessary rights to use each presentation in printed, digital or electronic form and make available online following the conference.
- Agree to email an electronic copy of their PowerPoint™ presentation as an attachment to EHDI@infantheating.org prior to March 9, 2007. These presentations will be uploaded to a web site as protected Portable Document Format (PDF) so the material cannot be altered. (If you do not wish to grant the EHDI-PC rights to upload an electronic version of your presentation, you need to notify the EHDI-PC prior to the presentation.)
- Understand and agree by submitting an abstract, the use of each presentation is conditioned upon the EHDI-PC acceptance of it, and that the EHDI-PC need only notify me of the acceptance for the terms stated herein to be binding.

Deadlines

- September 15, 2006, 5 pm (eastern) - Abstract due
- December 1, 2006 - Notification of abstract acceptance
- March 9, 2007- PowerPoint™ presentation due